

Report Date: 05 Feb 2013

**Summary Report for Individual Task
011-143-3018
Manage the Training and Proficiency Record
Status: Approved**

DISTRIBUTION RESTRICTION: Approved for public release; distribution is unlimited.

DESTRUCTION NOTICE: None

Condition: As a Facility Chief, given the facility training plan (FTP), necessary completed forms, certificates and all completed test/examines, and electronic media for each individual controller. Some iterations of this task should be performed in MOPP.

Standard: Manage the Training and Proficiency record of all assigned personnel IAW TC 3-04.81, Appendix F.

Special Condition: None

Special Standards: None

Special Equipment:

Safety Level: Low

MOPP: Sometimes

Task Statements

Cue: As the Facility Chief you are required to maintain a Training Proficiency Folder on all assigned Air Traffic Controllers.

DANGER

None

WARNING

None

CAUTION

None

Remarks: None

Notes: None

Performance Steps

1. Determine the requirements for Training and Proficiency Records.
2. Gather all necessary documentation on the controller for which you are initiating the DA Form 3479 IAW TC 3-04.81, Appendix F.
3. Complete DA Form 3479 IAW TC 3-04.81, Appendix F.
4. Gather all training records, tests/examinations, evaluation for the controller.
5. Ensure DA Form 3479-1 is complete IAW TC 3-04.81, Appendix F.
6. Create an individual's Training and Proficiency Record IAW TC 3-04.81, Appendix F.
 - a. Assemble on the left side the following:
 - (1) DA Form 3479.
 - (2) FAA Form 8000-5 or an examiner designation memorandum IAW AR 95-2, Chapter 15.
 - (3) Electronic Media copy of folder contents.
 - b. Assemble on the right side the following:
 - (1) FAA Form 7220-1 Or 8050-65 Suspended Personnel.
 - (2) DA Form 4186 (Medical Grounding).
 - (3) Record's Divider (Optional).
 - (4) DA Form 3479-1.
 - (5) Critical Task Lists (CTLs).
 - (6) Written Examinations.
 - (7) Records Divider (Optional).
 - (8) DA Form 4186.
7. Ensure availability of folders to authorized personnel IAW TC 3-04.81, Appendix F.
8. Maintain records IAW TC 3-04.81, Appendix F.

(Asterisks indicates a leader performance step.)

Evaluation Preparation: SETUP: In an actual setting, have the Soldier prepare the DA Form 3479. If you must simulate the requirement, give the Soldier a description of what is expected and have the Soldier describe the actions required.

BRIEF SOLDIER: Inform the Soldier that you will evaluate them on their performance to prepare the DA Form 3479.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Determined the requirements for Training and Proficiency Records.			
2. Gathered all necessary documentation on the controller for which you are initiating the DA Form 3479.			
3. Completed DA Form 3479			
4. Ensured DA Form 3479-1 is complete.			
5. Created the individual's Training and Proficiency Record.			
a. Assembled on the left side:			
(1) DA Form 3479.			
(2) FAA Form 8000-5 or an examiner designation memorandum.			
(3) Electronic Media copy of folder contents.			
b. Assemble on the right side:			
(1) FAA Form 7220-1 Or 8050-65 Suspended Personnel.			
(2) DA Form 4186 (Medical Grounding).			
(3) Record's Divider (Optional).			
(4) DA Form 3479-1.			
(5) Critical Task Lists (CTLs).			
(6) Written Examinations.			
(7) Records Divider (Optional).			
(8) DA Form 4186.			
6. Ensured availability of folders to authorized personnel.			
7. Maintained records.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 95-2	AIRSPACE, AIRFIELDS/HELIPORTS, FLIGHT ACTIVITIES, AIR TRAFFIC	Yes	No
	DA FORM 3479	Training and Proficiency Record - Air Traffic Controller	Yes	Yes
	DA FORM 3479-1	Trainee/Controller Evaluation	Yes	No
	DA FORM 4186	Medical Recommendation for Flying Duty	Yes	No
	FAA FORM 7220-1	Air Traffic Control Specialist Certificate	Yes	No
	FAAO JO 7110.65	Air Traffic Control (Use Current Version)	Yes	No
	TC 3-04.81(FM 3-04.303)	Air Traffic Control Facility Operations, Training, Maintenance, and Standardization	Yes	Yes

Environment: It is the responsibility of all Soldiers and DA civilians to protect the environment, and to participate in the Army's Environmental Management System (EMS) at the installation where they are assigned. The key points of an EMS are:

- a. We are committed to the prevention of pollution.
- b. We are committed to meeting all applicable legal and regulatory requirements.
- c. We will strive for continual improvement in environmental management.

A sustainable installation will use resources wisely to support the current mission, without compromising the ability to accomplish future missions.

Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment and reduce waste during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects.

Safety: In a training environment, leaders must perform a risk assessment in accordance with FM 5-19, Composite Risk Management. Leaders will complete a DA Form 7566 COMPOSITE RISK MANAGEMENT WORKSHEET during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, NBC Protection, FM 3-11.5, CBRN Decontamination.

Prerequisite Individual Tasks :

Task Number	Title	Proponent	Status
011-143-3017	Develop a Facility Training Program	011 - Aviation (Individual)	Analysis

Supporting Individual Tasks :

Task Number	Title	Proponent	Status
011-143-2003	Assign Controllers to Operating Positions	011 - Aviation (Individual)	Approved
011-143-3017	Develop A Facility Training Program	011 - Aviation (Individual)	Approved
011-143-2002	Conduct Controller Training	011 - Aviation (Individual)	Analysis

Supported Individual Tasks :

Task Number	Title	Proponent	Status
011-237-1001	Administer Flight Evaluation (UH-60)	011 - Aviation (Individual)	Analysis
011-143-3005	Determine The Requirements For An Individual's Facility Rating	011 - Aviation (Individual)	Approved
011-143-3017	Develop a Facility Training Program	011 - Aviation (Individual)	Analysis
011-15Q-3019	Prepare DA Form 3479 (ATC Facility and Personnel Report)	011 - Aviation (Individual)	Analysis
011-15Q-3005	Determine the Requirements for an Individual's Facility Rating	011 - Aviation (Individual)	Analysis
011-143-3022	Manage Controller Training Program	011 - Aviation (Individual)	Approved
011-143-3019	Prepare DA Form 3479 (ATC Facility and Personnel Status Report)	011 - Aviation (Individual)	Approved
011-15Q-3022	Manage control Training Program	011 - Aviation (Individual)	Analysis

Supported Collective Tasks :

Task Number	Title	Proponent	Status
01-4-7568	Report Air Traffic Control (ATC) Facility Status	01 - Aviation/Aviation Logistics (Collective)	Approved
01-4-7549	Maintain Flight Operations Files in an Aviation Unit	01 - Aviation/Aviation Logistics (Collective)	Approved

ICTL Data :

ICTL Title	Personnel Type	MOS Data
15Q20 Air Traffic Control	Enlisted	MOS: 15Q, Skill Level: SL2
15Q AIR TRAFFIC CONTROL ICTL (Consolidated)	Enlisted	MOS: 15Q